



National Museum of Health and Medicine

Otis Historical Archives

OHA 45

Museum Records: Education/Public Programs, Levin Office Files

Date of Records: 1988-2001

Size: 11 Boxes

Finding Aid: Eric W. Boyle (2015)

Access and Use: The Otis Historical Archives is committed to providing open access to its collections as far as possible within the limits of privacy and confidentiality. Access to this collection is at the discretion of the Otis Historical Archives and material contained within the records may be subject to review before access is granted. Files containing private patient information and protected administrative and grant records are currently closed to researchers.

Series/Scope and Content Note: Jeanne Levin served as NMHM tour coordinator in the 1990s. Series in this collection reflect the following major subject areas: administrative material, museum attendance, tours, and the volunteer docent program. The records also include information about other museums as well as a wealth of background and research material on the subject of the NMHM, its exhibits, and a variety of subjects in the history of medicine field that the NMHM engaged over the period of her tenure.

SERIES 001: ADMINISTRATIVE MATERIAL	2
SERIES 002: COLLABORATIONS, SPECIAL EVENTS, AND OUTINGS	3
SERIES 003: DOCENT AND VOLUNTEER PROGRAM MATERIALS	4
SERIES 004: VISITATION.....	9
SERIES 005: TOURS.....	11
SERIES 006: EDUCATIONAL PRODUCTS AND PUBLICATIONS	15



BOX AND CONTENT LIST

SERIES 001: ADMINISTRATIVE MATERIAL

Box 001:

- 00001: Masters and Samples of Forms, Maps, and Handouts
- 00002: Notebook: Jeanne Levin, Tech and Admin Notes, Misc.
- 00003: NMHM Program Development Plan
- 00004: Museum Collection Policies
- 00005: Army Regulation 870-20: Historical Activities—Museums and Historical Artifacts (1987)
- 00006: Planning Sessions, Correspondence and Attendance (1988-1993)
- 00007: Administrative Documents (1989-1992)
- 00008: Staff Meetings (1990-1993)
- 00009: Staff Meetings (1990-1995)
- 00010: Travel Material (1990-1997)
- 00011: Exhibit Planning Info (1991-1992)
- 00012: Gift Shop Suggestions (1991-1993)
- 00013: Questionnaires for Teachers (ca. 1992)
- 00014: Correspondence (1992-1994)
- 00015: Museum Program Calendar, Upcoming Events (1993)
- 00016: Implementation Plan, NMHM and AFIP, Lewis Lorton (1993-1994)
- 00017: Film Listings for School Use (1994)
- 00018: Public Programs Documents (1994-1999)
- 00019: Program Meetings (1994-1996)
- 00020: NMHM Exhibit Master Plan (1995)
- 00021: Admin Minutes (1995-1998)
- 00022: AFIP Strategic Plan (1996-1997)
- 00023: Facilities Meeting (1997)
- 00024: AFIP Directorate of Logistics SOP (1997)



- 00025: Strategic Planning Meetings/Material (1997-2000)
- 00026: Program Surveys (1998)
- 00027: Public Programs, Educational Programs and Tours Available (1998)
- 00028: Skramstad and Korn Report (1999-2000)
- 00029: Admin: Meetings (1999-2000)
- 00030: Halloween Program Surveys (2000)
- 00031: Visitor Experience Report, Randi Korn and Assoc (2000)
- 00032: Thank Yous (2000)
- 00033: Museum Programs/Visitor Services Budget (2001)
- 00034: Programs/Visitor Services Budget Proposal (2001)

SERIES 002: COLLABORATIONS, SPECIAL EVENTS, AND OUTINGS

Box 001: (cont.)

- 00035: Federal Health Communications—US Public Health (1993)
- 00036: Folger Shakespeare Library (1995)
- 00037: Volunteer Material—Family and Child Services of Washington DC (1994-1995)
- 00038: ASL-SLA (1995)
- 00039: Institute Pasteur (1995)
- 00040: National Arboretum Volunteer Outing (1996)
- 00041: Civil War Museum and National Museum of Dentistry Outing (1996-1997)
- 00042: Children's Bicultural Living History Program, Fort Bliss Museum (1997)
- 00043: National Docent Symposium (1997)
- 00044: Howard Hughes Lecture Series, Senses and Sensitivity (1997)
- 00045: Newseum (1998)
- 00046: Science Center (1999)
- 00047: Presidential Classroom (1999)
- 00048: Special Events at the Museum (1999)
- 00049: National Youth Leadership Forum in Medicine (2000)



00050: Volunteer Program, MC and PG Counties (2000)

00051: National History Day (2001)

00052: Howard Hughes Lecture Series (2000)

00053: National Library of Medicine (2000)

SERIES 003: DOCENT AND VOLUNTEER PROGRAM MATERIALS

Box 002: Docent Administration

00001: Volunteer Program Material (1989-1990)

00002: Docent Volunteer Events and Honors (1990-1994)

00003: Docent Program Administration (1991-1992)

00004: Retired Volunteers (1992-2000)

00005: Volunteer Program Fact Sheet (April 1993)

00006: Retired Docents (1993-1997)

00007: Docent Questionnaire (1994)

00008: Docent Questionnaire and Inquiries (1994-1995)

00009: Applications, CVs, Etc. (1995-2000)

00010: Former Volunteers (1996)

00011: Docent Volunteer Program—General Info, Description and Application (1997)

00012: Docent Self-Evaluations (1997)

00013: Docent Meeting Info (1997-2000)

00014: Volunteer Advisory Committee Meetings (1998-1999)

00015: Docent Jackets (1998-2001)

00016: Docent Roster (2000)

Box 003: Docent Training

00001: Docent Training Session (1989)

00002: Docent Program Training and Education Material (1991-1997)

00003: Docent Training and Recruitment (1994-1998)



- 00004: NMHM Glossary of Terms Used by Docents During Tours
- 00005: The Docent Educator: Teenagers (1996)
- 00006: Draft Docent Handbook: NMHM (Landau and Hirsch, 1997)
- 00007: Tour Formats (1997)
- 00008: Docent Training, Meeting Info, Carol and Lavern (1999)
- 00009: Handbook for Docents (Draft, ca. 2000)
- 00010: Evaluation of Docent Training, Judy Landau
- 00011: Docent Training (2000)
- 00012: Docent Training, Precourse Readings (2000)
- 00013: Docent Training, Agenda and Handouts (2000)
- 00014: Docent Meeting Announcements (2001)

Box 004: Docent Statistics

- 00001: Volunteer Time and Attendance Record (1987)
- 00002: Volunteer Time and Attendance Record (1988)
- 00003: Volunteer Time and Attendance Record (1989)
- 00004: Volunteer Time and Attendance Record (1990-91)
- 00005: Volunteer Time and Attendance Record (1992)
- 00006: Volunteer Statistics, Training and Misc. Correspondence & Background Material
(1992-2000)
- 00007: Red Cross Volunteer Hours (1993-1995)
- 00008: Volunteer Time and Attendance Record (1993)
- 00009: Volunteer Time and Attendance Record (1994)
- 00010: Volunteer Time and Attendance Record (1995)
- 00011: Volunteer Time and Attendance Record (1996)
- 00012: Non-Docent Volunteer Hours (1996-2000)
- 00013: Volunteer Hours (1996)
- 00014: Volunteer Hours (1997)
- 00015: Volunteer Time and Attendance Record (1997)



- 00016: Volunteer Hours (1998)
- 00017: Volunteer Hours (1999)
- 00018: Volunteer Time and Attendance Record (1998)
- 00019: Volunteer Time and Attendance Record (1999)
- 00020: Volunteer Time and Attendance Record (2000)

Box 005: Docent Education

- 00001: Staff Assignments and Organization at NMHM
- 00002: 10 Questions About the NMHM @ the AFIP
- 00003: AFMM Background Material/Presentation Notes
- 00004: AFIP Background, Townsend, "A Century of Pathology: The AFIP, 1862-1962"
- 00005: "A Brief History of the NMHM," Excerpted from Dedicated to Health Exhibition
- 00006: AMM Articles
- 00007: Docent Info: "The Old Red Brick", n.d.
- 00008: Medical Museum Information
- 00009: History of the Museum Articles
- 00010: Museum Move to the Mall—Publicity and Publications
- 00011: Ash Lectures (1985-1993)
- 00012: Museum Handout: "Did You Know?" (ca. 1990s)
- 00013: Museum Publicity (1989-1998)
- 00014: AIDS Exhibit PAHO (1992)
- 00015: AFIP Letters (1994-1996)
- 00016: Exhibit Press Releases (1994-1995)
- 00017: Exhibits and Publicity Material (1996-2000)
- 00018: Clippings (2000)
- 00019: Clippings (July 2001)
- 00020: Article: "World Events and Medical History," n.d.
- 00021: Fact Sheet: "Asbestos Awareness," n.d.
- 00022: Arsenic Exhibit, n.d.



- 00023: Q & A Regarding Removal of Fetal Materials, From Single Cells Exhibit, n.d.
- 00024: Docent Education: Nervous System, Anatomy of the Brain, n.d.
- 00025: Docent Education Lecture, the Heart, WRAMC Cardiology Service, n.d.
- 00026: Docent Education, Christensen, "An Introduction to Radiology and Medical Imaging," n.d.
- 00027: Docent Info: "Illustrated Overview of the First Two Months," n.d.
- 00028: Docent Info: "Sectioning, Describing and Processing Eyeballs, n.d.
- 00029: Docent Info: "Principles of Human Anatomy," n.d.
- 00030: Docent Info: "Cultivating Volunteer Interest: Recruitment and Selection," n.d.
- 00031: Docent Info: Background on Museum and Medical Field, n.d.
- 00032: Docent Info: "The Hematologic and Lymphatic System," n.d.
- 00033: Docent Info: "Heart Valve Disease," n.d.
- 00034: Docent Info: "The Incredible Body Machine," n.d.
- 00035: Docent Handout: Civil War Medicine Bibliography, n.d.
- 00036: Docent Handout: Scrofula—The King's Evil, n.d.
- 00037: Docent Handout: Rosacea, n.d.
- 00038: Docent Handout: "Medical Care for the Civil War Soldier," n.d.
- 00039: Docent Handout: "Major Walter Reed," n.d.
- 00040: Historical Medical Topics: Precis, n.d.
- 00041: Sickles Burial Material, n.d.
- 00042: Docent Handout, MSHWR, Part II, Volume II, Chapter XII, "Anaesthetics" (1883)
- 00043: Docent Handout: Micozzi, "From Army Medical Museum to NMHM" (1990)
- 00044: Docent Info: "A Text-Book of Nursing," Shaw (1899)
- 00045: Docent Info: "Rheumatoid Arthritis and Spondylitis" (1955)
- 00046: Technical Leaflet: "Planning Museum Tours: For School Groups" (1977)
- 00047: Docent Info: "Sickness and Health in America: An Overview," Leavitt and Numbers (1978)
- 00048: Docent Info: "An Improved Method for the Preservation of Teaching Specimens," Bickley, et al (1981)



- 00049: Docent Info: "The Technique of Heart Plastination," Tiedemann and V. Hagens (1982)
- 00050: Docent Info: "Review, Four Major Functions of Bone" (1984)
- 00051: Docent Info "The Current Potential of Plastination," V. Hagens, Tiedemann, Kriz (1987)
- 00052: HIV/AIDS Educational Materials (1987-89)
- 00053: Sickles Material (1988)
- 00054: HIV/AIDS Articles and Clippings (1988-1992)
- 00055: HIV/AIDS Pamphlets and Ephemera (1990s)
- 00056: Docent Research Papers (1990-1991)
- 00057: Eye Transplants (1990-1992)
- 00058: Lincoln Exhibit and Publicity (1991)
- 00059: German Medicine (1992)
- 00060: Docent Info: "Questioning Your Prescription" (1992)
- 00061: Nutrition Education (1992)
- 00062: Article: "The Long Shot," Caldwell (1993)
- 00063: Article: "The New Dangers of Medical Prevention," Fugh-Berman (1994)
- 00064: Macular Degeneration (1994)
- 00065: Docent Info: "Connecting with Visitors" Workshop (1994)
- 00066: Brain and Einstein (1994-1999)
- 00067: Georgia Avenue History (1995)
- 00068: Exhibit: "Coming Through"—The American Place Theatre (Immigration) (1995)
- 00069: Docent Info: "Manic-Depressive Illness and Creativity" (1995)
- 00070: Docent Info: "The Sun's Rays" (1995)
- 00071: Docent Handout: Franchetti, "Civil War Antisepsis and Infection (1995)
- 00072: Iron Lung and Polio (1995)
- 00073: Dr. Heimlich's First Career (1995)
- 00074: Human Remains (1996)
- 00075: Civil War Medicine Clippings (1996)



- 00076: Docent Info: "AIDS Prevention Guide" (1996)
- 00077: Docent Handout: Duffy, "Medicine in the Civil War" (1996)
- 00078: NIH Pamphlet: "The Immune System—How it Works" (1996)
- 00079: Epstein-Barr Virus and Chronic Fatigue (1996)
- 00080: The Disease Detective: Dr. David Ho (Man of the Year) (1996)
- 00081: Docent Education: Misc. Lecture Notes (1996-2000)
- 00082: Alternative Medicine (1996)
- 00083: Breast Cancer (1997)
- 00084: Docent Handout: Bengston and Kuz, "Photographic Atlas of Civil War Injuries" (1997)
- 00085: Malcolm Gladwell on Arctic Remains and Spanish Flu (1997)
- 00086: Docent Educational Material (Misc. Articles from 1998-2000)
- 00087: Docent Handout: "The Struggle to Vanquish an Ancient Foe" (Malaria) (2000)
- 00088: Docent Handout: Galambos, "War Against HIV" (2000)
- 00089: Docent Info: Arsenic Exhibit (ca. 2000)
- 00090: Docent Handout: "A Continent in Peril" (AIDS) (2001)
- 00091: Women's Health (2001-02)

SERIES 004: VISITATION

Box 006:

- 00001: Visitation Statistics (1947-2000)
- 00002: Monthly Participation Numbers (1988-1994)
- 00003: Monthly Attendance Summary (1994-1998)
- 00004: Daily Visitation Numbers (Jan-Feb 1989)
- 00005: Daily Visitation Numbers (Mar-Apr 1989)
- 00006: Daily Visitation Numbers (May-June 1989)
- 00007: Daily Visitation Numbers (July-Sept 1989)
- 00008: Daily Visitation Numbers (Oct-Dec 1989)



00009: Daily Visitation Numbers (Jan-Feb 1990)
00010: Daily Visitation Numbers (Mar-Apr 1990)
00011: Daily Visitation Numbers (May-June 1990)
00012: Daily Visitation Numbers (July-Aug 1990)
00013: Daily Visitation Numbers (Sept-Dec 1990)
00014: Daily Visitation Numbers (Jan-Feb 1991)
00015: Daily Visitation Numbers (Mar-May 1991)
00016: Daily Visitation Numbers (June-Aug 1991)
00017: Daily Visitation Numbers (Sept-Dec 1991)
00018: Daily Visitation Numbers (Jan –Feb 1992)
00019: Daily Visitation Numbers (Mar-Apr 1992)
00020: Daily Visitation Numbers (May-June 1992)
00021: Daily Visitation Numbers (July-Oct 1992)
00022: Daily Visitation Numbers (Nov 1992-Feb 1993)
00023: Daily Visitation Numbers (March-May 1993)
00024: Daily Visitation Numbers (June-Aug 1993)
00025: Daily Visitation Numbers (Sept-Dec 1993)
00026: Daily Visitation Numbers (Jan-June 1994)
00027: Daily Visitation Numbers (July-Dec 1994)

Box 007:

00001: Daily Visitation Numbers (Jan-Feb 1995)
00002: Daily Visitation Numbers (Mar-Apr 21995)
00003: Daily Visitation Numbers (May-June 1995)
00004: Daily Visitation Numbers (July-Aug 1995)
00005: Daily Visitation Numbers (Sept-Oct 1995)
00006: Daily Visitation Numbers (Nov-Dec 1995)
00007: Daily Visitation Numbers (Jan-Jun 1996)
00008: Daily Visitation Numbers (July-Dec 1996)



00009: Daily Visitation Numbers (Jan-June 1997)
00010: Daily Visitation Numbers (July-Dec 1997)
00011: Daily Visitation Numbers (Jan-Feb 1998)
00012: Daily Visitation Numbers (Mar-Apr 1998)
00013: Daily Visitation Numbers (May-June 1998)
00014: Daily Visitation Numbers (July-Aug 1998)
00015: Daily Visitation Numbers (Sept-Oct 1998)
00016: Daily Visitation Numbers (Nov-Dec 1998)
00017: Daily Visitation Numbers (Jan-Apr 1999)
00018: Daily Visitation Numbers (May-Aug 1999)
00019: Daily Visitation Numbers (Sept-Dec 1999)
00020: Daily Visitation Numbers (Jan-Mar 2000)
00021: Daily Visitation Numbers (Apr-June 2000)
00022: Daily Visitation Numbers (July-Oct 2000)
00023: Daily Visitation Numbers (Nov-Dec 2000)
00024: Visitor Comment Sheets (1999-2000)
00025: Russell Auditorium Reservations (1989-1994)
00026: Russell Auditorium Reservations Correspondence (1991-1993)

SERIES 005: TOURS

Box 008:

00001: Tour-Related Material (1986-1997)
00002: Monthly Tour Report (1987-1993)
00003: Letters to Tour Groups (1988-1992)
00004: Tour Schedules (1994)
00005: Tour Schedules (1995)
00006: Tour Schedules (1996)
00007: Tour Schedules (1997)



00008: Tour Schedules (1998)
00009: Tour Schedules (1997-1998)
00010: Tour Statistics (1994-2000)
00011: Special Tours (1996)
00012: Tours and Programs Surveys (1998)
00013: Tour Schedules (1998-1999)
00014: Monthly Tour Records (1999-2000)
00015: Tour Schedules (2000)
00016: Tour Confirmations (Jan-Mar 1989)
00017: Tour Confirmations (April-May 1989)
00018: Tour Confirmations (June-Aug 1989)
00019: Tour Confirmations (Sept-Oct 1989)
00020: Tour Confirmations (Nov-Dec 1989)
00021: Tour Confirmations (Jan-Feb 1990)
00022: Tour Confirmations (Mar-Apr 1990)
00023: Tour Confirmations (May 1990)
00024: Tour Confirmations (June-Aug 1990)
00025: Tour Confirmations (Sept-Dec 1990)
00026: Tour Confirmations (Jan-Mar 1991)
00027: Tour Confirmations (Apr-May 1991)
00028: Tour Confirmations (June-Dec 1991)
00029: Tour Confirmations (Jan-Apr 1992)
00030: Tour Confirmations (May-July 1992)
00031: Tour Confirmations (Aug-Dec 1992)
00032: Tour Confirmations (Jan-Feb 1993)
00033: Tour Confirmations (Mar 1993)
00034: Tour Confirmations (Apr 1993)
00035: Tour Confirmations (May-June 1993)
00036: Tour Confirmations (July-Aug 1993)



00037: Tour Confirmations (Sept-Oct 1993)

00038: Tour Confirmations (Nov-Dec 1993)

Box 009:

00001: Tour Confirmations (Jan-Mar 1994)

00002: Tour Confirmations (Apr-May 1994)

00003: Tour Confirmations (June-Sept 1994)

00004: Tour Confirmations (Oct-Dec 1994)

00005: Tour Confirmations (Jan-Feb 1995)

00006: Tour Confirmations (Mar 1995)

00007: Tour Confirmations (Apr 1995)

00008: Tour Confirmations (May 1995)

00009: Tour Confirmations (June-July 1995)

00010: Tour Confirmations (Aug-Oct 1995)

00011: Tour Confirmations (Nov-Dec 1995)

00012: Tour Confirmations (Jan-Feb 1996)

00013: Tour Confirmations (Mar-Apr 1996)

00014: Tour Confirmations (May-June 1996)

00015: Tour Confirmations (Jul-Sept 1996)

00016: Tour Confirmations (Oct-Dec 1996)

00017: Tour Confirmations (Jan-Mar 1997)

00018: Tour Confirmations (Apr 1997)

00019: Tour Confirmations (May 1997)

00020: Tour Confirmations (June 1997)

00021: Tour Confirmations (Jul-Aug 1997)

00022: Tour Confirmations (Sept-Oct 1997)

00023: Tour Confirmations (Nov-Dec 1997)

Box 010:

00001: Tour Confirmations (Jan-Feb 1998)



00002: Tour Confirmations (Mar 1998)
00003: Tour Confirmations (Apr 1998)
00004: Tour Confirmations (May 1998)
00005: Tour Confirmations (Jun-Jul 1998)
00006: Tour Confirmations (Jul 1998)
00007: Tour Confirmations (Aug-Sept 1998)
00008: Tour Confirmations (Oct 1998)
00009: Tour Confirmations (Nov-Dec 1998)
00010: Tour Confirmations (Jan 1999)
00011: Tour Confirmations (Feb 1999)
00012: Tour Confirmations (Mar 1999)
00013: Tour Confirmations (April 1999)
00014: Tour Confirmations (May 1999)
00015: Tour Confirmations (June 1999)
00016: Tour Confirmations (July 1999)
00017: Tour Confirmations (Aug 1999)
00018: Tour Confirmations (Sept 1999)
00019: Tour Confirmations (Oct 1999)
00020: Tour Confirmations (Nov 1999)
00021: Tour Confirmations (Dec 1999)
00022: Tour Confirmations (Jan 2000)
00023: Tour Confirmations (Feb 2000)
00024: Tour Confirmations (Mar 2000)
00025: Tour Confirmations (Apr 2000)
00026: Tour Confirmations (May 2000)
00027: Tour Confirmations (June 2000)
00028: Tour Confirmations (July 2000)
00029: Tour Confirmations (Aug 2000)
00030: Tour Confirmations (Sept 2000)



00031: Tour Confirmations (Oct 2000)

00032: Tour Confirmations (Nov 2000)

00033: Tour Confirmations (Dec 2000)

Box 011:

00001: Tour Confirmations (Jan 2001)

00002: Tour Confirmations (Feb 2001)

00003: Tour Confirmations (Mar 2001)

00004: Tour Confirmations (April 2002)

00005: Tour Confirmations (May 2001)

00006: Tour Confirmations (June 2001)

00007: Tour Confirmations (July 2001)

00008: Tour Confirmations (Aug 2001)

00009: Tour Confirmations (Sept 2001)

00010: Unscheduled Tour Information (1994)

00011: Unscheduled Tour Information (1995)

00012: Unscheduled Tour Information (1995-1999)

00013: Unscheduled Tour Information (1996)

00014: Unscheduled Tour Information (1997)

SERIES 006: EDUCATIONAL PRODUCTS AND PUBLICATIONS

Box 011: (cont.)

00015: Vendors

00016: Civil War Medical Kits

00017: Edplay Magazine (1998)

00018: Edplay Magazine (1999)

00019: Edplay Magazine (2000)

00020: Edplay Magazine (2001)



00021: Museums & More Specialty Shops Product News (1998-1999)

00022: Educational Programs Requests for Funding (1995)

00023: Howard Hughes Institute Report: "Blood : Bearer of Life & Death" (1993)